

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030018-6

8 December 1967

MEMORANDUM FOR: Director of Personnel

SUBJECT : Organizational Chart and Key Personnel -
Office of Personnel

REFERENCE : OPM No. 1 - 14- 9, dated 1 December 1967

1. This memorandum contains a recommendation for your approval in paragraph 5.

2. A copy of OPM 1-14-9 has been received by the Retirement Counseling Staff. It contains one or two items which should be corrected. In the Organizational Chart the title given to the activity for which the undersigned is responsible in the weighed judgment of the members of this group should be changed to read Retirement Counseling Staff. There are many factors in the program under development which should be given just as much emphasis as retirement placement. One could just as easily call this the Retirement Seminar and Counseling Staff or Retiree Counseling and Post-Retirement Assistance Staff. However, simplicity is desired and Retirement Counseling appears to cover all aspects of the program adequately.

3. The counseling being given is both individual and in group form and covers all aspects of retirement--pre-retirement, the act of retirement and post-retirement. For example, counseling concerning retirement matters would be given to any employee whether he is in the zone of consideration for actual counseling or not. In the opinion of the group developing the Retirement Counseling Program many matters under development should actually be brought to the attention of Agency employees prior to his guided participation in the "Five-year Program." In the interest of administration and control we are limiting the actual program to five years with related plans for follow-up activity and communication with retirees after they have left the Agency.

4. Another item on the organizational chart includes External Placement Branch within the Recruitment Division. If the decision made on Friday, 3 November, to place the members of the External Placement Branch under my supervision this branch would logically be a part of the Retirement Counseling Staff. It should, therefore, be removed from the Recruitment Division box.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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5. It is recommended that:

(A) The organizational title for the Retirement Counseling Program, since the decision has already been made to bring it into the structure of the Office of Personnel, be the Retirement Counseling Staff.

(B) External Placement Branch be removed from the Recruitment Division box.

(C) A line be included under Retirement Counseling Staff on attachment 3 to read:

Acting Chief, External Placement Branch

25X1A

(The title on this attachment for this staff should also be changed to Retirement Counseling Staff).

25X1A

Chief, Retirement Counseling Program

Recommendations A, B, and C of paragraph 5 above are approved:

Emmett D. Echols
Director of Personnel

Date

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Chief, Retirement Counseling Program

Recommendations A, B, and C of paragraph 5 above are approved:

Emmett D. Echols
Director of Personnel

Date

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Organizational Chart and Key Personnel - Office of Personnel

FROM:

Chief, Retirement Counseling Program
212 Magazine Building

EXTENSION

3328

NO.

DATE

8 December 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel
5E-56 Headquarters

11 DEC 1967

EBZ

D. Emmert -
 I have talked with
 Gen about this - we
 did goof in not pulling
 out placement out of
 Recruitment - and will
 correct next time. Gen
 is still fighting the
 "Counseling" fight - Gen
 knows why - but I
 told him that both he
 and the Director would
 refuse to accept his
 argument. I have asked
 [redacted] to
 switch the term
 Counseling and Placement
 in the title of his
 shop - as to [redacted]
 as Acting Chief -
 I print -
 psc

2. [redacted]

3.

4.

5.

6.

7.

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9.

25X1A

10.

11.

25X1A

12.

13.

14.

15.

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